

Sales Admin Analyst

Based in Egypt.

We are looking for someone responsible to ensure all projects are recorded in the CRM correctly and featuring all support information to bill and collect, manage the control process and assure that all Sales Orders are generated accomplishing with internal policies and manage new client's registration.

Roles & Responsibilities:

- Ensure that Sales Team are operating within company compliance requirements in providing documentation to support each project.
- Control and regular update of CRM data
- Close collaboration with Credit Risk analysis
- Support and close collaboration with Sales and Operation team from different regions globally
- Dealing with and responding to high volumes of emails and requirements
- Prepare ad hoc reports

Qualifications:

- Candidate to hold Bachelor's degree in Business Administration, Marketing, Advertising, and related fields
- Advanced English skills, both oral and written
- Excellent knowledge of Microsoft Office products required
- CRM/Workflow tools usage experience a plus (Salesforce desirable)
- work experience in Sales Admin, Collections, and Billings or Finance departments
- Understanding of agencies and advertising industry environment is a plus
- Communication, analytical mindset, and organizational skills
- Strong time management skills & Ability to work under pressure

If you're interested in applying, send your resume to careers@connectads.com with the job title in the subject line.